

# ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agent)

1. PAX
2. PA
- 3.
- 4.

Initials Date  
K 15 Mar  
KHA 3/23

5. Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Monthly Activity Report  
Feb 95  
Thanks Al.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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OPTIONAL FORM NO. 10  
Prescribed by GSA  
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